CMS

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager
               Bureau of Communication and Computer Services

DATE: February 8, 2002

RE: MONIES Training Classes

MONIES (Management of Network Income Expense Services) is the database program utilized by the Department of Central Management Services (CMS) to process, track, and bill all telecommunications products and services. MONIES 101 training is also a prerequisite for the MONIES DIRECTORY class on alphabetical and departmental listings in the State of Illinois Telephone Directory.

Inquiry into MONIES will allow you to:

- Check the status of your TSRs and TDRs
- Verify your inventory of voice and data equipment
- Review your monthly bills (the three most current months are available on-line)
- View your departmental and alphabetical state telephone directory database

MONIES 101 is for people who have not had prior MONIES training. Students are taught:
- How to logon to MONIES and to negotiate the application
- How to know where you are within the application
- How to do simple searches to answers questions about your inventory

MONIES DIRECTORY is for Telecommunications Coordinators who maintain their agency directory listings.
- All agencies with access to MONIES through the CMS Data Center are required to make their own updates to both the departmental and alphabetical listings in the State of Illinois Telephone Directory. CMS no longer takes responsibility for the accuracy of the agency listings. Students must have completed MONIES 101 prior to enrolling in MONIES DIRECTORY.

On the following dates, CMS is offering MONIES training:

Class Dates & Times:

Chicago:	**MONIES 101**
	Wednesday, April 3, 2002
	8:30 a.m. to 12 p.m.
	James R. Thompson Center
	2nd Floor Training Center
	  Room 2-024
		MONIES DIRECTORY
		Thursday, April 4, 2002
		8:30 a.m. to 12 p.m.
		James R. Thompson Center
		2nd Floor Training Center
		  Room 2-024

Springfield:	**MONIES 101** Wednesday, April 24, 2002 8:30 a.m. to 12 p.m. Capital City Center 130 W. Mason	**MONIES 101** Wednesday, April 24, 2002 1 p.m. to 4:30 p.m. Capital City Center 130 W. Mason
Springfield:	**MONIES Directory** Thursday, April 25, 2002 8:30 a.m. to 12 p.m. Capital City Center 130 W. Mason	

All registrants must have their own RACF ID and MONIES ID and should have previously accessed MONIES from their office. If you need to establish RACF IDs, contact your agency data processing coordinator. If you need to establish a MONIES password or need assistance with connectivity, Wednesday March 20, 2002, is the deadline for contacting Dana Funk, MONIES Coordinator, at (217) 785-1930 or Dana_Funk@cms.state.il.us.

To register for any of the MONIES classes, please contact Steve Hayden, CMS Data Provisioning Manager at (217) 524-5033 or Steve_Hayden@cms.state.il.us.